



Rental Agreement 2006

Rental Date _____ **Day of Week** _____

Set-up time (when you arrive) _____ Rental End Time (when you leave) _____

No set-up before scheduled time. Clean-up after end time will be charged at the hourly rate plus a \$50 per hour after hour fee.

Event Start Time (when the wedding/meeting/etc begins) _____ **Event End Time** _____

Group/Sponsor/Company _____ 501c3 ☐ Yes ☐ No

Contact Person (if different from sponsor) _____

Address _____ City _____ Zip _____

Home Phone _____ W. Phone _____ C. Phone _____ E-mail _____

Function: ☐ Meeting ☐ Retreat ☐ Wedding ☐ Party ☐ Other_____

Admission: ☐ Member only ☐ Invitation only ☐ Open to public ☐ Donation ☐ Fee

Number of guests (max 100): _____ **Number of minors** _____ **Who is supervising minors?** _____

Serving Food? ☐ No ☐ Yes, If yes, ☐ Catered ☐ Potluck (add \$50 if more than 30 people) ☐ Other _____

Caterer/Rental Company _____ Cell Phone _____

Caterer/food prep contact name _____ Phone # _____

Will alcohol be served? ☐ No ☐ Banquet permit attached? ☐ Ceremonial Toast Only ☐

Name of Licensed Bartender _____ Check here if supplied by caterer ☐

****Caterer/Food prep has read and understands the CRWEC rules and has a copy of the cleaning procedures. Signature_____ Date _____**

Spaces requested ☐ Auditorium (seats 80 –100) ☐ Meeting Room (seats 8 –10)
☐ Lab room (seats 20 – 40) ☐ Heritage Courtyard (seats 80 - 100)

AV/Sound System needs _____

Notes: _____

The undersigned applicant hereby makes application for use of the facilities described and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, laws and ordinances and the rules provided for in the Cedar River Watershed Education Center Facility Usage Form on the back or second page of this document of which the Applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the Cedar River Watershed Education Center, its employees, agents and volunteers and the City of Seattle from and against any and all claims, demands, suits, actions, payments and judgements as a result of injury, death or property damage arising from, resulting from or connected with the use of the premises. Applicant hereby acknowledges that the Applicant has reviewed the information on **both sides/both pages of this agreement.**

_____ Applicant Initials _____ Caterer Initials.

Applicant's Signature _____ **Date** _____

~~~~~ Fee chart is for office use only, do not delete ~~~~~

Service Rep \_\_\_\_\_ GroupWise \_\_\_\_\_ Sportsman \_\_\_\_\_

|                  | TOTAL DUE | Amount Paid | Date       | Amount Due        | Amount Paid | Date | Amount Due | TOTAL PAID |
|------------------|-----------|-------------|------------|-------------------|-------------|------|------------|------------|
| Rental Fee       |           | Security    |            | Subtract security |             |      |            |            |
| Security Deposit |           | Apply to    | Rental fee | >                 |             |      |            |            |
| Damage Deposit   | \$500     |             |            | >                 |             |      |            |            |

**CRWEC FEE RULES AND RESPONSIBILITIES ON NEXT PAGE.**

## **CEDAR RIVER WATERSHED EDUCATION CENTER RENTAL USER RULES:**

### **Set-up, clean-up and decorating**

- 1) User is responsible for set-up, clean up and takedown and the time involved. This is included in the rental period.
- 2) No tacks, pins, nails or any other sharp object may be used on the walls or structures inside or out. Only adhesive materials approved by the Facility Coordinator may be used.
- 3) Only masking tape, Post-it easel pads, or other adhesive approved by facility coordinator may be used to hang items. Do not use duct tape or scotch tape.
- 4) Tents may not exceed 15'x15' and must be approved by CRWEC staff
- 5) Recycling is required.
- 6) The facility must be returned to its original condition including removal of garbage to a facility dumpster or the recycle containers. If trash exceeds three 30-gallon bags it must be taken off site.
- 7) No helium balloons or uncooked rice are permitted.
- 8) User must ensure that all guests respect the natural landscape and other visitors and cause no harm to the buildings and exhibits. CRWEC staff have final discretion over decorations.

### **Candles, smoking, barbecues and campfires**

- 9) Use of candles, barbecues, other alternative cooking methods, or the campfire circle must be approved on a case by case basis in advance of the event. Fires and candles cannot be left unattended.
- 10) No smoking anywhere except in designated smoking areas. All cigarettes must be deposited in ashtrays. Designated smoking areas are located at least 25' from windows or doors according to Washington State law.

### **Supervision, Staffing, Event Size, Parking**

- 11) Rental may NOT exceed 100 people
- 12) Rentals will end ½ hour after sunset. Precise sunset times are listed in local newspapers and on tide charts or you can ask the CRWEC staff.
- 13) Children must be supervised at all times. Adult supervision must be designated.
- 14) Parking is allowed in designated areas only. User may need to provide "shuttle" service from the Rattlesnake Lake Parking Area to the CRWEC. See parking sheet for further information.
- 15) User must leave facility by the time stated in rental agreement or be liable for additional fees.
- 16) Cars cannot be left overnight without making arrangements with Event Staff. Unauthorized cars left over night will be towed.
- 17) An additional Winter Conditions Fee of \$100.00 per hour (minimum 4 hours), may be added to the rental fee if maintenance of the CRWEC roads, walkway and parking areas are required for winter conditions (like snow and ice) after normal operating hours. CRWEC have final discretion on need for maintenance.

### **Food and Alcohol**

- 18) No liquor is allowed without permission. **You must have a licensed bartender as server.** A ceremonial toast of 1 serving of no more than 4oz per person is allowed without a bartender.
- 19) In addition to well as having a bartender, anyone serving alcohol (includes ceremonial toast) must get a Banquet Permit from a Washington State Liquor store.
- 20) Personal use of privately provided alcohol except a ceremonial toast is not allowed anywhere on the premises including parking areas and Rattlesnake Lake area. This includes private flasks, beer, wine, etc.
- 21) Kegs are allowed in outside areas only.
- 22) Liquor in outside areas must be contained to specified area (i.e. the Heritage Courtyard) and the user is responsible for supervising this.
- 23) No red beverages such as red wine, punch, etc.

### **CRWEC FEES:**

- 1) All groups are responsible for a security deposit equal to 25% of the total rental fee. This deposit is non-refundable and will be applied to the balance of the rental fee.
- 2) If the security deposit is not received within 14 days of booking the event, the reservation may be void.
- 3) The balance of the fee is due two weeks in advance of the event.
- 4) Cancellations must be received in writing two weeks in advance of the event to receive a refund. Your security deposit will not be refunded.
- 5) A refundable damage deposit of \$500 is required. This will be mailed back to you within 15 days of your rental.
- 6) Refunds are not given for unused rental time.
- 7) \$50 kitchen fee will be applied to non-catered meals and potlucks with more than 30 people.

### **CONTACT INFORMATION**

**Address** CRWEC Rentals  
19901 Cedar Falls Rd SE  
North Bend, WA 98045

**Facility Coordinator:** Chris Holland  
Voice: (206) 615 – 0831  
Email: [chris.holland@seattle.gov](mailto:chris.holland@seattle.gov)

**Front Desk Phone:** (206) 733 – 9421 or (425) 831 – 6780 **Fax** (206) 733 - 9426

**Website:** (It's easiest to Google Cedar River Watershed Education Center)

[http://www.seattle.gov/util/About\\_SPU/Water\\_System/Water\\_Sources\\_&Treatment/Cedar\\_River\\_Education\\_Center/index.asp](http://www.seattle.gov/util/About_SPU/Water_System/Water_Sources_&Treatment/Cedar_River_Education_Center/index.asp)